

Argonne Group (ARG) Standard Operating Procedure (SOP) -10:
DOE-CH Construction and Service Contractor Safety

OBJECTIVE:

Safety oversight of ANL is a primary responsibility for the ARG. This SOP establishes and describes the Argonne Group (ARG) program for Environment, Safety and Health (ES&H) oversight for construction and service contractor contracts administered by the Chicago Operations Office (CH) or ARG (e.g., MSI Security, site surveyors, etc.) for work performed at Argonne National Laboratory - East (ANL-E). This SOP is intended to be used in conjunction with the ARG Functions, Responsibilities and Authorities Manual (FRAM) and the ARG Operational Awareness and Direction Program Plan. These documents form the framework for the ARG ES&H oversight program in accordance with DOE Policy 450.4, Safety Management System Policy.

REFERENCES:

1. DOE Order 440.1, Worker Protection Management for DOE Federal and Contractor Employees, dated 9-30-95.
2. DOE G 440.1-1, Worker Protection Management for DOE Federal and Contractor Employees Guide, dated 7-10-97.
3. ANL Environment, Safety & Health Manual, Chapter 17-1, Construction and Service Contractor Safety.
4. ANL-E Construction Manual.
5. ARG M 450.4-1, Environment, Safety and Health Functions, Responsibilities and Authorities Manual (ARG FRAM).
6. ARG Operational Awareness and Direction Program Plan.

RESPONSIBILITIES:

1. Manager, ARG (or Designee)
 - a. Establishes, through this procedure, a process to inspect DOE-CH contractor workplaces and promptly abate identified hazards.
 - b. Establishes "Stop Work" authority for staff in the case of imminent danger situations discovered during worker protection inspections

on construction and/or service contractor work awarded directly by DOE-CH on the ANL-E site. (Stop Work authority is detailed in SOP-16)

- c. Ensure that the appropriate site specific clauses pertaining to ES&H are included in all contracts, purchase orders and interagency agreements for contracts awarded directly by DOE-CH for work to be performed on the ANL-E site.
2. Supervisor - Environment, Safety and Health Team (or Designee), ARG
- a. Determine the frequency of surveillance required based on risks or hazards to which the contractor will be exposed while performing the proposed work.
 - b. Assign an ES&H Specialist to manage ES&H coverage over the proposed project.
3. ARG ES&H Specialist
- a. Verifies that the contractor has completed required documentation (e.g., safety and health plan, hazard analysis).
 - b. Verify that the contractor has completed required training.
 - c. Conduct meetings and inspections of contractor activities as appropriate.
 - d. Maintain effective communications with contractor personnel and ANL-E representatives as necessary throughout the duration of the project.

PROCEDURE:

- a. Once notification has been made to ARG for DOE-CH contracted work to occur at ANL-E, the ARG ES&H supervisor (or designee) will determine the level of coverage necessary (high-risk vs. low-risk work) and assign an ARG ES&H Specialist to the project. **Note:** notification may be through a number of sources within CH, depending on the contractor or service work to be performed.
- b. Ensure that contracts administered by DOE-CH and ARG include language that requires contractor to follow ANL-E ES&H requirements.

- c. The assigned ES&H Specialist will verify the contractor has prepared a safety and health plan. For construction contractors, the ES&H Specialist will verify that the safety and health plan has been reviewed and approved by ANL-E Fire Protection and Construction Safety.
- d. The ES&H Specialist will ensure that contractor personnel meet any applicable training requirements for the proposed work and receive ANL-E orientation training. If the scope of the contracted work will require the contractor to stay on site over a one year period, the orientation training must be attended again.
- e. Once work has commenced, the ES&H Specialist will conduct periodic inspections to ensure proper ES&H practices are in place.
- f. Resolution of concerns will be the responsibility of ARG.
- g. ES&H Specialists shall have the authority to issue "Stop Work" orders in identification of imminent danger situations.
- h. The ES&H Specialist will document inspections and meetings in the ARG ES&H action tracking system.